

**CITY OF EL PASO, TEXAS**  
**AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM**

**DEPARTMENT:** City Manager

**AGENDA DATE:** March 1, 2005

**CONTACT PERSON/PHONE:** Joyce A. Wilson, City Manager, X4844

**DISTRICT(S) AFFECTED:** N/A

**SUBJECT:**

An Ordinance granting the Authority to the City Manager or his or her designee to make provisional and temporary employee appointments in accordance with the El Paso City Charter.

**BACKGROUND / DISCUSSION:**

This Ordinance delegates the authority to the City Manager or designee to make provisional and temporary employee appointments, as permitted under Sections 6.6-2 and 6.6-3 of the City Charter. With this process, vacant positions will be filled expeditiously to enable the departments to continue to provide and manage the same level of services to the public. All relevant Civil Service Commission rules will still apply to the making of these appointments, but the need for additional approval by City Council will no longer be required.

**PRIOR COUNCIL ACTION:**

N/A

**AMOUNT AND SOURCE OF FUNDING:**

N/A

**BOARD / COMMISSION ACTION:**

N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_ **FINANCE:** (if required) \_\_\_\_\_

**DEPARTMENT HEAD:**

(Example: if RCA is initiated by Purchasing, client department should sign also)  
*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

CITY CLERK DEPT.  
FEB 21 PM 1:10  
2/21/05

**AN ORDINANCE GRANTING THE AUTHORITY TO THE CITY  
MANAGER OR HIS OR HER DESIGNEE TO MAKE PROVISIONAL  
AND TEMPORARY EMPLOYEE APPOINTMENTS IN  
ACCORDANCE WITH THE EL PASO CITY CHARTER.**

**WHEREAS**, on February 7, 2004, a Charter election was held and the voters of El Paso elected to amend the Charter to provide for a Council-Manager form of government;

**WHEREAS**, Sections 6.6-2 and 6.6-3 of the City Charter provide that with the approval of the Council provisional and temporary employee appointments may be made;

**WHEREAS**, such provisions allow the Council to set forth the guidelines for the issuance of their approval and to delegate the specific decision making for these provisional and temporary employee appointments in accordance with the requirements set forth in the Charter;

**WHEREAS**, the need for provisional and temporary appointments can quickly rise, thereby creating an immediate need to fill the positions expeditiously to enable the departments to continue to provide the same level of services to the public or to be managed and operated efficiently and effectively; and

**WHEREAS**, the City Council has determined that for purposes of efficiency that the City Manager or his or her designee be permitted to make the provisional and temporary appointments in accordance with the requirements set forth in the Charter and in this ordinance.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE  
CITY OF EL PASO:**

1. That Council hereby approves and gives authority to the City Manager or his or her designee to make provisional and temporary employee appointments as set forth in and pursuant to the requirements contained in Sections 6.6-2 and 6.6-3 of the Charter.
2. That prior to the making of any such appointment the City Manager or his or her designee shall verify with appropriate City staff that a vacancy exists, that good cause exists for the making of a provisional or temporary employee appointment and that funding exists in the applicable department's budget for the position.
3. Good cause shall include a need to fill the position to enable the department to continue to provide the same level of services to the public or to enable the department to be managed and operated efficiently and effectively.

ADOPTED this 15<sup>th</sup> day of March 2005.

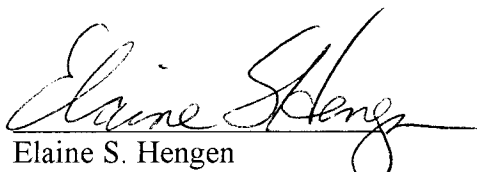
THE CITY OF EL PASO

\_\_\_\_\_  
Joe Wardy, Mayor

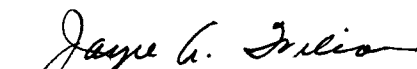
ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

  
Elaine S. Hengen  
Assistant City Attorney

APPROVED AS TO CONTENT:

  
Joyce Wilson  
City Manager